

(vi) Text

In the preparation of text, the authors should pay attention to the language (usage of words, grammar and construction of sentences), logical presentation, enumeration of assumption made, justifications of approximations made *etc.* and all the limitations must be stated whenever and wherever necessary. Moreover, a paper must be self-contained, its presentation being clear, concise and satisfactory.

(vii) Figures

The number of figures should be kept to the minimum. Each figure must be referred to in the text, be numbered and have a caption. The captions should be typed on a separate sheet. The appropriate place of the figure should be indicated in the margin of the text. Axes of figures must be labelled properly. **One set of original drawings for the figures (un-lettered) must be submitted on good quality tracing paper, drawn in black Indian ink with the use of stencils.** The letterings as well as the essential details be inserted in all the submitted copies and they should be big-enough to stand appropriate reduction. Waste space at the top and bottom should be avoided. Instead of original drawings, sharp and contrasty glossy prints are also acceptable. Xerox copies are never accepted for reproduction.

(viii) Tables

Tables should be typed on separate sheets and each table should have a number and a self-explanatory title. Column headings of tables should be brief. Footnotes to the tables, if any, should be identified by superscript letters and placed at the bottom of the table. When papers include extensive tabular material or appendices, which may be of interest to relatively few readers, the material should be deposited with the Editorial Office.

(ix) Formulae

Displayed formula should be numbered ; typed or written by hand clearly and unambiguously. Vectors, special symbols, superscript and subscripts *etc.* should be identified with proper signs in the manuscript. Long equations should be avoided as much as possible, by introduction of suitable abbreviations of component expressions. The 'exp' form of complex exponential functions [**Exp ($-kr$) instead of e^{-kr}**], fractional exponents instead of root signs [**$x^{1/2}$ instead of \sqrt{x}**] and solidus (/) for fractions [**a/b instead of $\frac{a}{b}$**] are preferable. International conventions in the choice of symbols, units and notation should be followed.

(x) References

All references referred to text, tables and figures of a manuscript must be combined in a single list, numbered consecutively in their order of first appearance and arranged in the same order at the end of the text material. They should be cited in text by Arabic numerals in square brackets at appropriate places of a sentence, for example [1-5] *etc.* The references cited should be limited to the absolute minimum and the list to be submitted in a separate sheet containing names of all authors ('*et al*' is not allowed). They should be as complete as possible and be presented as follows :

- [e] U Fano and A R P Rao *Atomic Collistons and Spectra* (New York : Academic) **Vol 1**, Ch 2, Sec 4, p 25 (1986)
- [7] T Atsumi, T Isihara, M Koyama and M Matsuzawa *Phys. Rev.* **A42** 6391 (1990)
- [11] T Le-Brun, M Lavollec and P Morin *X-ray and Inner Shell Processes* (AIP Conf. Proc. 215) eds T A Carison, M O Krause and S Manson (New York : AIP) p 846 (1990)
- [14] S B Hansen, K B MacAdam and L G Gray *12th Int. Conf. on Atomic Physics* (Ann. Arbor) Abstracts px-12 (1990)
- [15] H Pauly *Atomic and Molecular Beams Methods* eds G Scoles, D Bassi, U Buck and D Laine (London : Oxford University Press) p 83 (1988)
- [19] W Fritsch (private communication) (1988)
- [21] K B MacAdam (to be published) (1991)
- [23] T Roy *PhD Thesis* (University of Calcutta, India) (1992)

(xi) Footnotes

As far as possible, footnotes should be avoided.

(xii) Appendices

All appendices should be numbered consecutively and typed on separate sheet.

Manuscripts which do not conform to these conventions are returned to the authors immediately.

5. Proofs and Reprints

Proofs sent to the author for essential corrections together with a reprint order form must be returned to the **Staff Editor Mr. A N Ghatak, Indian Journal of Physics, Indian Association for the Cultivation of Science, Jadavpur, Calcutta-700 032, India within two days from the date of receipt.** There is no page charge. Author/s will receive **10 (ten) copies** of the reprints free of charge. However, extra copies of reprints (with/without cover) may be ordered with remittance in advance at the following revised rates (from January 2000 onwards) :

Page	: Foreign	US \$ 20.00 per page per 50 copies or part thereof.
	Inland	Rs 150.00 per page per 50 copies or part thereof.
Cover	: Foreign	US \$ 30.00 per cover of 50 copies or part thereof.
	Inland	Rs 250.00 per cover of 50 copies or part thereof.
Art Plate	: Foreign	US \$ 30.00 per page/colour of 50 copies or part thereof.
	Inland	Rs. 250.00 per page/colour of 50 copies or part thereof.

If the corrected proof and reprint order are not received in time, later request for any correction or more reprints cannot be complied with.

6. Corrections and Modifications

Authors are requested to exercise utmost care in preparation of manuscripts so that there is little need to incorporate alterations at the proof-reading stage. Extensive modifications at this stage are not allowed.

7. Correspondence

All correspondences regarding the manuscripts should be sent to the Associate Editor (Scientist II) Dr. (Mrs.) K K Datta, *Indian Journal of Physics, Indian Association for the Cultivation of Science, Jadavpur, Calcutta-700 032, India* with full reference to the paper concerned i.e. the name(s) of author(s), the full title and the reference number (given by the Editorial Office)

Important Instruction to the Contributors

The authors are requested to include the following important information in their Covering Letters while submitting the papers to *Indian Journal of Physics*.

- (i) *The mailing address of the Corresponding Author with E-mail, Fax and Phone Nos*
- (ii) *A list of Potential Referees with addresses for the submitted Manuscript.*
- (iii) *The specific Field under which the Manuscript is to be placed.*
- (iv) *Whether the Manuscript should be published as (a) Review, (b) Full paper, (c) Short note, (d) Rapid communication*
- (v) *Justification if the Manuscript is to be published as a Rapid Communication*

SUBSCRIPTIONS

Periodicity : 12 issues per year (January–December)

Foreign	Annual	Single
	US \$ 500.00 (including air freight)	US \$ 50.00 (including air freight)
Inland	Rs. 1,500.00 (including postage)	Rs. 150.00 (including postage)
Discount	25% (Agents/Book-Sellers)	
	50% (Research Scientists & Students for direct subscription)	
	Rs. 300.00 (Annual subscription for IACS and IPS members only if subscription be received within December of the preceding year.)	

Demand Draft (D/D) to be drawn in favour of “*Indian Association for the Cultivation of Science*”, and this along with other relevant enquiries should be sent to the Assistant Registrar, *Indian Journal of Physics, Indian Association for the Cultivation of Science, Jadavpur, Calcutta-700 032, India*.

Phone : (+91) (33) 473-0804, 473-3078, 473-2883, 473-3372, 473-4484, 473-4971, 473-5904

Gram : Indasson, Jadavpur.

Fax : (+91) (33) 4732805, **e-mail** : ijp@mahendra.iacs.res.in